



# CITY OF ATLANTA

## Job Announcement

### SAFETY & TRAINING OFFICER, SR., DEPARTMENTAL

**STARTING SALARY: \$36,326**

**SALARY GRADE: 17**

**Applications Accepted From: June 20, 2005 until July 1, 2005**

#### **Minimum Job Requirements**

Bachelor's degree in Business/Public Administration, Education, or related field required; **and** two years experience in adult instruction, safety training/investigation, or related work, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Duties of the Job**

The purpose of this job is to plan, organize and implement the training program for employees of an assigned department to ensure compliance with policies and procedures and enhance efficiency through employee education. Duties include, but are not limited to: planning training and development programs; monitoring activities; lecturing classes; and conducting needs assessment.

#### **To Apply For This Position**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.